

Stockbridge Church Fire Safety Plan

General Information

Your responsibility for emergency situations is to know and understand the church Fire Safety Plan. Your cooperation may save your life.

During an evacuation or emergency, stay calm and follow the Plan.

Circumstances may dictate that the Plan may have to be discarded and the directions of the designated staff or that of a member of the responding emergency agency should be followed.

Policy Statement

It is the commitment of Stockbridge Church to provide a safe environment for all employees, members and visitors.

This plan is to be reviewed annually by the office bearers.

Fire Safety Officer

The church Fire Safety Officer is responsible for ensuring that the Fire Safety Plan is kept up to date and the maintenance schedule is adhered to and any recommendations implemented.

The current Fire Safety Officer is Bill Wallace.

Distribution of the Fire Plan

The Fire Safety Plan will be approved and distributed as follows:

- A copy of the Plan will be kept in the church office.
- A copy of the Plan will be posted on the church website

Training

Employees, elders and leaders of organisations and groups will be instructed in fire safety precautions and emergency procedures.

Each organisation/group should appoint a person or persons to ensure areas are properly evacuated.

All new staff will be given an orientation regarding the Fire Safety Plan.

Fire Safety Precautions

- To avoid hazards in the building, leaders are advised to:
- Keep all hallways, passageways and exits clear of obstructions and combustible refuse at all times.
- Ensure all fire doors are closed.
- Ensure that all electrically powered equipment is shut off when not in use.
- Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlets and lamp wire for permanent wiring.
- Do not use an appliance if you are unsure of its safety and you do not know how to use it.
- Maintain a roll of all those present at each organisation.

Emergency Call List

In case of fire, call and coordinate with Emergency Services – dial 999

(There is a wall-mounted phone available in the recess opposite the Kitchen Door)

Portable Fire Extinguishers

Portable water and CO2 fire extinguishers are located in various locations throughout the church and a fire blanket in the kitchen. (Fire Action Notices are mounted on the wall adjacent to Fire Extinguishers)

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Fire Alarm Activation points

There are six (6) fire alarm activation points generally located adjacent to final exit doors (refer to location plan).

Exit Locations

There are five (5) emergency exits from the main church:

- the double doors at the main entrance
- the single doors leading to the protected zones and fire exit doors each side of the main frontage
- the single doors each side of the transept

There are two (2) emergency exit doors from the first floor gallery of the church. Each leads to separate fire exit stairs leading via protected enclosures fire exit doors at ground level

There are two (2) emergency exits at each end of the corridor serving the Halls, Office, Kitchen and Toilet Areas at the rear of the church.

(The corridor is subdivided at its mid-point by a smoke-control door. If the area outside the office is smoke-filled, the alternative exit from the Young Room is via the adjacent Session Room.)

NB: In the event of a power failure the automatic glazed side entrance doors can be pushed open manually

Evacuation

- Evacuate everyone with whom you are working at that moment and close all doors behind you. DO NOT LOCK DOORS.
- Special care should be taken during children's meetings to remain calm and control the safe evacuation of the children in an orderly manner preventing panic.
- Ensure that all occupants have been evacuated from all areas, toilets, stores and meeting rooms.
- Report that all areas that you are responsible for are clear.
- Notify the emergency services if any person(s) is unaccountable.
- Assemble at the safe assembly point on the opposite side of Saxe Coburg Street

Fire Extinguishment - Control or Confinement

BIG FIRES Do not attempt to extinguish big fires

- Sound the alarm by activating the nearest fire alarm call point
- Call the Fire Department – dial 999 and follow the Evacuation Procedure detailed above

SMALL FIRES

- Sound the alarm by activating the nearest fire alarm call point
- Call the Fire Department – dial 999
- Consider extinguishing the fire only if you are trained and properly equipped, and if, in your judgment, you can do so safely.
- Before fighting a fire, make sure you have an escape route.
- If fire cannot be extinguished by using a portable fire extinguisher, or if smoke presents a hazard, leave the area immediately.
- Close the door behind you to confine and contain the fire.